



FINES FORGIVING POLICY

July 13, 2020

If the library is closed unexpectedly due to weather or system outages, overdue fines will not be assessed.

For personal emergencies such as a death in the family, hospitalization, accident, fire, theft, or other financial hardships, staff will use their discretion and judgement to waive overdue fines or lost material charges for library materials. Staff will document any fines forgiven in the patron's record, and a summary of forgiven fines will be reviewed quarterly by library management.

Overdue fines may be purged:

- When an inactive patron record has been expired for three years or more and has no outstanding materials charged to it
 - A Librarian I or the Assistant Director will authorize removal of fines from the patron record and the system
 - A report of purged patron records will be presented to the Board annually
- During periodic fine forgiveness events
 - Such events may be held to encourage the return of long-overdue materials and reinstate library patrons to active status
 - Because of the potential revenue impact, the Library Board must approve any proposals for fine forgiveness events

Reviewed July 13, 2020; revised July 9, 2020; December 14, 2015; April 14, 2014; reviewed January 28, 2014; reviewed October 5, 2012; July 8, 2004; adopted January 12, 2000, RCPL Board of Trustees